

## **Editor-in-Chief *AMWA Journal***

### **Journal Mission Statement**

In support of the mission of the American Medical Writers Association (AMWA) and to advance the broader profession, the *AMWA Journal* publishes content that reflects the interests, concerns, and expertise of medical communicators. Its purpose is to inform, inspire, and motivate medical communicators.

### **Position Overview**

The Editor-in-Chief serves as the guiding force for the *AMWA Journal* and is responsible for the timely, efficient, and high-quality publication of AMWA's quarterly, peer-reviewed journal. The Editor has an initial 3-year term with an option for additional renewable 1- or 2-year terms. Time commitment is approximately 2-5 hours per week. A quarterly honorarium is provided. The Editor collaborates with staff and volunteer leaders to develop and implement AMWA Board-approved strategic initiatives to ensure relevance and value of the *AMWA Journal*.

### **Editor-in-Chief's Role**

1. The *AMWA Journal* is created through the efforts of the Editor-in-Chief and Managing Editor in cooperation with a variety of volunteers (such as *Journal* Editorial Board members, authors, peer reviewers, and proofreaders), with the assistance of a graphic designer and AMWA headquarters (HQ) staff, and with oversight by the AMWA Board of Directors (Board). Appoint and engage section editors, regular columnists/contributors, copy editors, and peer reviewers.
2. The Editor-in-Chief is responsible for the *Journal's* content and has the editorial freedom to make content decisions, with the understanding that the content should be in line with the overall vision for the publication as indicated in AMWA policy and content strategy.
3. The Editor-in-Chief is responsible for working with the *Journal* Editorial Board to ensure development/acquisition of high-quality content and for working with the Managing Editor to ensure timely, efficient, and error-free production of the *Journal*.

### **Vision and Strategy**

1. Work with the AMWA Board of Directors (Board), primarily through the AMWA Board liaison, to develop strategic and long-term plans to ensure the reliability and effectiveness of the *Journal*
2. Create an annual content plan for the *Journal*, including theme issues and other special editions, that ensures information on topics of interest to medical communicators in a wide range of work settings, with fair, evidence-based balance and that aligns with the *AMWA Journal* mission statement and AMWA content strategy
3. Solicit content from subject matter experts on trends and issues in medical communication
4. Ensure that accurate and relevant information about AMWA news, programs, and resources are included in each issue
5. Suggest innovative ways to enrich *Journal* content (including multimedia and social media approaches) and enhance the online presence of the *Journal*, for AMWA Board consideration
6. Uphold and communicate *Journal* guidelines and policies

### **Leadership and Management**

1. Oversee the timely, efficient, and high-quality publication of AMWA's quarterly, peer-reviewed journal
2. Represent the *AMWA Journal* to the AMWA Board of Directors, AMWA members, and the broader medical communications community
  - a. Attend national AMWA leadership meetings as invited by the AMWA President
  - b. Attend AMWA's annual Medical Writing & Communication Conference
  - c. Lead regular update meetings with AMWA President, Executive Director, Staff and Board Liaisons

- d. Provide the AMWA Board with an annual report with metrics for the Spring Board meeting and a mid-year report without metrics for the Fall Board meeting. Prepare other activity reports
- 3. In consultation with the AMWA President and Executive Director, appoint an Editorial Board, including section editors and regular columnists/contributors
  - a. Serve as Chair of the Editorial Board, manage/direct the volunteer efforts of the Editorial Board, and facilitate engagement
  - b. Oversee requests for disclosure of any potential conflicts of interest from Editorial Board members
  - c. Review disclosed conflicts of interest from the Editorial Board
- 4. Solicit volunteer copy editors, proofreaders, and peer reviewers
  - a. Maintain relationships with all Journal volunteers
- 5. Oversee the work of the Managing Editor in ensuring high-quality production of the *Journal* in a timely and efficient manner
  - a. Work with Managing Editor to develop the annual editorial calendar that includes the editorial and production schedules for each issue and any planned theme issues in consultation with AMWA staff, and disseminate to Editorial Board, AMWA Board Liaison, and AMWA Staff Liaison
  - b. Work with Managing Editor to plan, maintain, and execute a strong peer review process for every issue
  - c. Advise the AMWA Executive Director as to whether the contractual obligations are being fulfilled

#### **Content Development and Production**

- 1. Work with Managing Editor and staff to develop, update, and disseminate *Journal* guidelines and policies, and ensure that established processes and policies are followed
- 2. Communicate effectively with Editorial Board, staff, contractors, and volunteers to efficiently execute the production plan from submission to publication
- 3. Work with the Editorial Board to solicit manuscripts and other content from subject matter experts on trends and issues in medical communication to be published in each issue
- 4. Solicit submissions from conferences and other events in consultation with AMWA staff
- 5. Read or skim all submissions (solicited or unsolicited) and provisionally accept or reject based on their quality, timeliness, and relevance for the *AMWA Journal*
- 6. On provisional acceptance, assign to either peer reviewers or a section editor, depending on type of submission
- 7. Resolve major editorial and publishing concerns or problems in conjunction with staff liaison and/or Managing Editor
- 8. Assign articles to upcoming issues, ensuring each issue's lineup is complete by due date on annual production schedule
- 9. Work with the AMWA staff, Managing Editor, and graphic designer to oversee digital publication and distribution of the *Journal*
- 10. Review page proofs of each issue, including any supplemental content
- 11. Designate content from each issue to be posted as open access on the AMWA website

#### **Other Duties**

- 1. Write quarterly *From the Editor* column and additional columns or editorials as necessary
- 2. Collaborate with AMWA staff to ensure that paid advertising is appropriate for the *Journal* and appears correctly in the *Journal*, that appropriate house ads are considered, and that the AMWA media kit is kept updated with regard to Journal design specifications
- 3. Work with the AMWA Board and staff on a plan and budget to enhance the *Journal's* online presence